

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>OPV00421339</u>	DATE POSTED: <u>07/07/21</u>	
POSITION NO: <u>240694</u>	CLOSING DATE: <u>07/20/2021 by 5pm</u>	
POSITION TITLE: <u>Gaming Regulatory Investigator</u>		
DEPARTMENT NAME / WORKSITE: <u>Navajo Nation Gaming Regulatory Office/ Window Rock, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ63A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>40,277.52</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>19.29</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Conducts background investigations on all regulatory office/casino personnel, prospective employees, vendors and persons providing gaming services, including but not limited to contacting and interviewing, character references, previous employers, verifying work history and reference checks, performing credit checks and criminal background checks through tribal courts and tribal, state, and federal law enforcement agencies; determines type of license needed for vendor, provides assistance in issuing temporary licenses for employees that have passed an initial background check; prepares and forwards reports on regulatory/casino employees to the National Indian Gaming Commission (NIGC) for approval or denial; investigates violations of casino internal controls (based on NIGC Minimum Internal Control Standards (MICS)), policies and procedures, State-Tribal Gaming Compact, Tribal Gaming Ordinance; Conducts preliminary investigations of suspicious activity reported to NNGRO to determine if a violation or crime has occurred; prepares detailed and accurate reports of incidents of suspected illegal or fraudulent activities; writes incident reports of suspicious activity, suspected criminal activity and violations of gaming regulations and internal controls; Provides testimony at hearings and in courts of law when required; prepares investigative reports for review by the Executive Director; collects and analyzes information; prepares comprehensive investigative reports; interviews, observes and questions suspected individuals to obtain evidence; collects and logs receipts and checks received from employees and vendors; maintains a master database and detailed files on all employees and vendors for regulatory review and examination; Conducts internal investigations of licensing or gaming violations of the Navajo Gaming Ordinance, regulations, internal control standards (TICS/MICS), and applicable gaming policies and procedures which may affect the employee's or vendor's gaming license; performs special projects as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Criminal Justice, Gaming, Business Administration or related field; and four (4) years experience in professional law enforcement, conducting gaming investigations or related investigative work; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Must possess or be able to obtain a gaming license from the Navajo Gaming Regulatory Office and certification from the State of Arizona.
- Possess a valid state driver's license. Must obtain a tribal vehicle operator's permit within 90 days of hire.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Depending upon on the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of the role of a gaming regulatory agency and its structure and purpose; Ability to communicate efficiently and effectively both verbally and in writing. Ability to follow verbal and written commands; Knowledge of state and tribal gaming laws and regulations; Indian Gaming Regulatory Act; general principles practices and procedures of investigation; basic law enforcement principles, practices and procedures; Personal Computer applications and General Office usage; Skill in interviewing and report writing techniques, customer service and public relations techniques, strong oral and written communications skills; Ability to analyze and interpret complex regulations, legal documents and technical reports. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, and the public. Occasional exposure to second-hand smoke and high level of noise at the casinos.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**